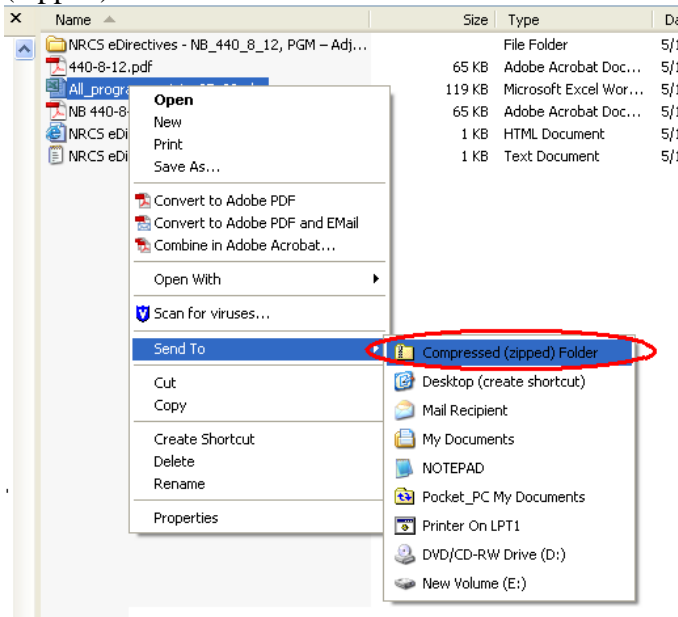


## Attachment B

First Time WinZip Users:

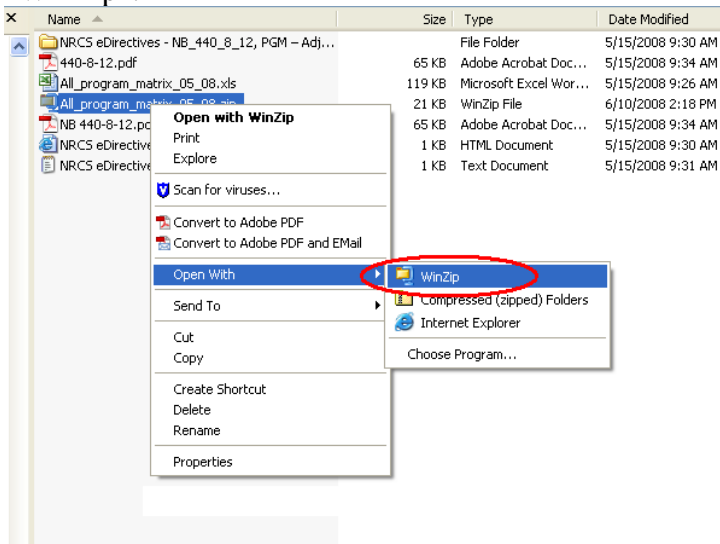
### Step 1

Right click on the file and then mouse over “send to” and then click “Compressed (zipped) Folder”.



### Step 2

Right click the zip file that you just created. Mouse over “open with” and then click on “WinZip”.



### Step 3

After this has been completed for one file WinZip will then show up as a selection when you right click on the file.

